



## Earnings Tax Department

Enclosed you will find the 2010 Reconciliation and 2011 Withholding Forms for money withheld from your employees wages.

For submission of this year's 2010 Reconciliation and W-2 information, we are requesting all employers with 50 or more employees to do so on a CD Disk instead of paper. This is now a requirement of our Tax Ordinance Rules and Regulations. Any employer with less than 50 employees is also welcome to do so. We need the same information you file with the Federal Government.

In an attempt to make your employer W2 reporting go a little smoother we would like to offer the following suggestions:

### STEP ONE:

The Social Security Administration website offers a tool to be used by the person preparing the EFW2 file to test file's accuracy. This download can be accessed by going to: <http://www.ssa.gov/employer/accu wage/> and choosing the "Download AccuWage – 2010 Tax Year" link. This link will download a setup file to the computer and, when executed, will install the AccuWage software on that machine.

This software will help the preparer determine if all the required elements are present in the file – with the exception of the "RS" record – which is the "extra" element required for a municipality's purposes. Please note, the "RS" record is defined by the Social Security Administration for use by municipalities – it is not something that MITS created.

### STEP TWO:

The utility file available to allow the EFW2 preparer to test the RS record can be accessed by going to the City of Norwood's Software Vendor:

[www.baldwingroup.com/W2verify.exe](http://www.baldwingroup.com/W2verify.exe) (the file is CASE SENSITIVE).

Again, this will download a setup file to the computer and, when executed, will install the MITS W2 verification software on that machine.

The EFW2 files should be run through EACH one of those programs prior to the employer's submission to our office. The taxing entity code (positions 5-9) can be the first five letters of Norwood.

Please have your preparer download these files for there use in filing the W2's information more accurately and hopefully, with less frustration.

As always, if you have any questions, do not hesitate to call our office.

Sincerely,

Norwood Tax Office

NOTE: If you use a password when you supply your withholding information be sure to advise us of it so we can access what you send.

**EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD**

**CITY OF NORWOOD**  
 EARNINGS TAX DEPT.  
 LOCK BOX LOC. 00332  
 CINCINNATI, OH 45264

PHONE 513-458-4590  
 FAX 513-458-4581

MAKE CHECK PAYABLE TO:  
 ←  
 MAILING LABELS  
 PROVIDED  
 MAKE COPIES FOR  
 YOUR RECORDS

1. NUMBER OF TAXABLE EMPLOYEES →
2. TOTAL SALARIES, WAGES, COMMISSIONS, AND OTHER COMPENSATION PAID ALL EMPLOYEES (\*) →
3. LESS: NON-TAXABLE ITEMS (COMPENSATION PAID NON-RESIDENTS FOR SERVICES OUTSIDE NORWOOD) →
4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) →
5. ACTUAL TAX WITHHELD AT 2.0% →

DOLLARS	CENTS

**ACCOUNT NO:**

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

(\*) IF NO WAGES PAID THIS QUARTER MARK "NONE" AND RETURN THIS FORM WITH EXPLANATION

FOR THE MONTHS OF: **JAN, FEB, MARCH 2011**  
 DUE ON OR BEFORE: **APRIL 30, 2011**

(SIGNED) \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.

**RECONCILIATION INSTRUCTIONS**

Original of this reconciliation form must be filed with the Tax Commissioner of Norwood, OH on or before February 28, 2011 together with copies of W-2 Forms or a list of employees withheld from as requested under line No. 7. List must include employee's name, address, Social Security Number, taxable earnings, and amount of Norwood earnings tax withheld. Make a copy of this form for your records.

**REMIT THIS RECONCILIATION FORM & W-2 FORMS TO:**

**NORWOOD TAX OFFICE**  
**4645 MONTGOMERY ROAD**  
**NORWOOD, OH 45212**

**DO NOT SEND THE RECONCILIATION TO: NORWOOD BOX LOCATION 00332**

**THE LOCK BOX IS ONLY FOR QUARTERLY OR MONTHLY PAYMENTS**

**FORM N5-2010**  
**NORWOOD RECONCILIATION OF TAX WITHHELD FOR 2010**

NORWOOD TAX OFFICE  
 4645 MONTGOMERY ROAD  
 NORWOOD, OH 45212  
 PHONE 513-458-4590

1. TOTAL NUMBER OF TAXABLE EMPLOYEES.....
2. TOTAL PAYROLL FOR THE YEAR \$.....
3. LESS PAYROLL NOT SUBJECT TO TAX \$.....
4. PAYROLL SUBJECT TO TAX \$.....

**ACCOUNT NO:**

**EMPLOYER'S WITHHOLDING RETURNS**

5. WITHHOLDING TAX LIABILITY OF 2% OF LINE 4.....
6. TOTAL INCOME TAX WITHHELD FROM WAGES AND PAID TO CITY OF NORWOOD DURING 2010
  - QUARTER ENDING MARCH 31 \$.....
  - QUARTER ENDING JUNE 30 \$.....
  - QUARTER ENDING SEPTEMBER 30 \$.....
  - QUARTER ENDING DECEMBER 31 \$.....
- TOTAL FOR YEAR \$.....

7. OVERPAYMENT \$.....OR TAX DUE \$.....  
 (SUBTRACT TOTAL OF LINE 6 FROM LINE 5)

**THIS FORM MUST BE FILED ON OR BEFORE**  
**FEBRUARY 28, 2011 ATTACH COPIES OF**  
**W-2 FORMS AND INCLUDE 1099 MISC FORMS**

TAX OFFICE  
 USE ONLY [ ]

# EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

**CITY OF NORWOOD**  
EARNINGS TAX DEPT.  
LOCK BOX LOC. 00332  
CINCINNATI, OH 45264

PHONE 513-458-4590  
FAX 513-458-4581

MAKE CHECK PAYABLE TO:



MAILING LABELS  
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YOUR RECORDS

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3. LESS: NON-TAXABLE ITEMS (COMPENSATION PAID NON-RESIDENTS FOR SERVICES OUTSIDE NORWOOD) →
4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) →
5. ACTUAL TAX WITHHELD AT 2.0% →

DOLLARS	CENTS

(\*) IF NO WAGES PAID THIS QUARTER MARK "NONE" AND RETURN THIS FORM WITH EXPLANATION

## ACCOUNT NO:

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

FOR THE MONTHS OF: **APRIL, MAY, JUNE 2011**  
DUE ON OR BEFORE: **JULY 31, 2011**

(SIGNED) \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.

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## ACCOUNT NO:

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

FOR THE MONTHS OF: **JULY, AUG, SEPT 2011**  
DUE ON OR BEFORE: **OCT 31, 2011**

(SIGNED) \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.

# EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

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## ACCOUNT NO:

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

FOR THE MONTHS OF: **OCT, NOV, DEC 2011**  
DUE ON OR BEFORE: **JAN 31, 2012**

(SIGNED) \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.